Help Promote Fair, Open and Effective Public Administration Join the Office of The Ombudsman

Established under The Ombudsman Ordinance, Cap. 397 of the Laws of Hong Kong, the Office of The Ombudsman has a vision to ensure that Hong Kong is served by a fair and efficient public administration. We are committed to improving public administration through independent, objective and impartial investigation into complaints of or suspected injustice caused by maladministration.

Applications are now invited for the following position:

Legal Counsel

Roles and Responsibilities

Reporting to the Chief Manager of the Administration and Development Division, the Legal Counsel will be responsible for the following:

(a) To act as in-house counsel offering counsel to The Ombudsman and any authorised person of the Office on all matters relating to the operation of the Office;

(b) To serve as staff officer and provide administrative and liaison support to The Ombudsman and accompany him at work-related meetings and functions, etc.;

(c) To represent the Office in legal proceedings (including civil and criminal litigation) and liaise with the external counsel as required;

(d) To prepare and review legal documents such as contracts, agreements, etc. as well as pertinent policies, reports, and correspondence to ensure their legal compliance;

(e) To undertake research to support the operation of the Office concerning alternative dispute resolution, investigation, public governance, complaint handling mechanism and policy, etc.

(f) To keep abreast of legal/regulatory changes, assess their impact on the operation of the Office and advise the management accordingly; and

(g) To perform other duties as assigned.

Entry Requirements

(a) Unquestionable integrity and conduct;
(b) A qualified solicitor or barrister holding a valid Practicing Certificate and admitted to practice in Hong Kong with strong knowledge of the constitutional and legal framework of Hong Kong;
(c) At least two years of post-qualification experience as a legal professional in Hong Kong (experience in advising/supporting organisations in the public sector will be an advantage);
(d) Good knowledge of public law and public governance;
(e) Excellent command of spoken and written Chinese (including conversational Putonghua) and English;
(f) Strong communication, interpersonal and presentation skills; and
(g) Strong problem-solving and analytical skills, and highly motivated with ability to manage competing priorities and work independently.

Remuneration and Terms

A competitive remuneration and benefits package, which includes a basic salary of around **HK$79,900** plus **HK$9,900** cash allowance per month at current levels, paid annual leave, general holidays, medical and dental insurance, life and disability insurance and MPF, 5-day work week, etc., will be offered. The successful candidate will be appointed on contract terms of around three years. Subject to satisfactory performance, a gratuity will be payable on completion of the contract, which, when added to the employer's contribution to a Mandatory Provident Fund scheme, equals 15% of the total basic salary for the contract period. Subject to service needs and staff performance, renewal of contract will be considered.

Application

Please send your application (which should include a cover letter explaining why you are interested in the position, why you consider yourself eligible for it and in what ways you can contribute to the Office of The Ombudsman in both English (not less than 1,000 words) and Chinese (not less than 800 words), a completed application form, and a CV) by email to hr@ombudsman.hk. Application form is available on our website (http://www.ombudsman.hk). The closing date of application is **<u>13 May 2024</u>.** Applicants who do not receive a reply from the Office within two months from the closing date should regard their applications as unsuccessful. For enquiries, please email to hr@ombudsman.hk.

General Notes

All applications will be treated in the ***strictest confidence****. Personal data provided will be used strictly for recruitment and employment-related purposes. Applicants may request access to and correction of personal data collected from them. Such requests should be sent to the Chief Manager at the above email address.*

The Ombudsman is an Equal Opportunities Employer.